

Mayor's Office of **NEW BOSTONIANS**

Thomas M. Menino, *Mayor of Boston*

Embracing all who come through our door.

Rev. Cheng Imm Tan, *Director*

Intern/Volunteer Description

Mayor Thomas Menino created the Mayor's Office of New Bostonians (MONB) in 1998 to recognize the contributions of immigrants both new and old, to foster and celebrate diversity, and to assist immigrants and newcomers in successfully building their lives in Boston.

We are seeking an energetic, committed intern/volunteer to assist with the MONB's programmatic and administrative tasks.

Job Description

- Assist in all aspects of ONB's projects including: making follow up calls to community agencies and individuals, mailing information out to agencies and individuals, faxing materials, and coordinating community events.
- Answer phone calls, direct constituents to relevant resources, and take messages.
- Assist with immigration clinic set-up and intake.
- Data entry and updating information in databases.
- Other projects depending on intern's skills and interests.

Qualifications

- Strong commitment to public service and interest in working with community agencies
- Strong commitment to minority, immigrant and refugee populations in Boston
- Ability to follow through with assigned tasks
- Ability to take initiative, work independently and as part of a team
- Familiarity with MS Office (especially Word, Excel, PowerPoint, Access)
- Strong writing skills - ability to take accurate notes at meetings, write memos and simple letters
- Current students or recent graduates of political science, public policy, international studies, public relations or similar fields
- Bilingual and/or bicultural is a plus, but not required

Benefits

This is an unpaid internship, but it could qualify for course credit if your college or university



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offers credit for internships. A monthly transportation stipend of \$50 is provided. While working at MONB, you will gain knowledge of the immigrant and refugee communities in Boston including demographics, trends, and relevant issues impacting diverse constituents. You will also get an opportunity to learn about the city government, how it operates, and community resources to assist immigrant and refugees. Come and join our team!

Please e-mail your resume and cover letter, indicating your interest and availability, to Mayra Canetti, Mayra.canetti@cityofboston.gov.

As an alternative, you may mail or fax your documents to:

Mayor's Office of New Bostonians
Attn. Mayra Canetti
Boston City Hall, Room 803
Boston, MA 02201
Fax: 617-635-4540
Tel: 617-635-2980